

MEMORANDUM FOR

SUBJECT: Proposed Suspension Notice

1. This memorandum is to inform you that I am proposing to suspend you from duty due to your offense of being absent without leave (AWOL) and failure to follow proper leave procedures. The suspension, if effected, is for a period of two (2) days beginning on 23 October 2002 and ending at the close of business of 24 October 2002.

2. The specifics in support of this proposal are as follows:

a. On 17 September 2002, you were scheduled to report to duty at 1300 hours. You called at 1200 hours and asked to speak with Mr. Tom Tarlton, Facility Technician. Mr. Mike Parrell, a co-worker, informed you that Mr. Tarlton was not in the office. You told Mr. Parrell that he should inform Mr. Tarlton that you would not be in because you were going to take your sister and her baby to the doctor. You informed Mr. Parrell that the doctor's appointment was scheduled for 1530 hours and that you would not be in. You have been charged with 8 hours AWOL.

3. In proposing this suspension, I have considered the following:

a. That the penalty of a two day suspension for your first offense of misconduct, is within the table of penalties for delinquency or misconduct in AR 215-3.

b. That a review of your past record indicates that on 21 March 2002, you received an official memorandum of counseling for your failure to follow proper leave procedures and for your tardiness. This memorandum provided you with instructions if you were to have occasion to call in to request leave. The memorandum informed you to speak with Ms. Elaine Holland or Tom Tarlton. In the event of their non-availability, you were to speak to myself at (732) 598-4347 and in the event of my non-availability you were to call Mr. Neil Terjesen at (732) 532-6921. Additionally you were informed that if Mr. Terjesen was not available, you were to speak to Mr. Glen Perlakowski at (732) 532-9605. If none of us were available, you were make it a point to obtain the name of the person who takes your message and leave a phone number so someone in management may return your call. In addition, leaving a message on my cellular phone is not sufficient. Please be aware that calling management or my cellular does not relieve you of your responsibility to request and obtain approved leave through the above mentioned procedures. On 17 September 2002, you failed to speak with management and obtain approval.

c. The memorandum dated 21 March 02 advised you that failure to follow the above mentioned instructions will result in your being charged absent without leave (AWOL). A request for sick or annual leave does not constitute automatic approval.

SELFM-MWR-PF

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d. It is important for you to realize that being AWOL is highly inappropriate, and will not be tolerated.

e. It is also important for you to realize that being AWOL is detrimental to the service we strive to provide to our customers at the Physical Fitness Center.

f. Your absence has created a hardship on management and your fellow employees who must assume your duties when you fail to report for duty as expected.

g. You received and signed RDS standard operating procedures to request annual and sick leave on 21 August 2002.

4. The proposed suspension is corrective in nature and is intended to impress upon you the seriousness with which I view your behavior. Further incidents of misconduct will result in future disciplinary action.

5. You have the right to review and rebut this memorandum and information pertaining to the proposed suspension. This information is available for review in my office between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday.

6. You may reply in person, in writing, or both to Mr. Neil Terjesen, Chief, Business, Recreation and Lodging Division, Building 286, Fort Monmouth, New Jersey 07703 between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday. If you are making an oral reply, you may have a representative of your choosing accompany you. Your reply will be considered in reaching a decision, if filed within five (5) calendar days following receipt of this proposed notice. Additionally, it is important for you to be aware that IAW AR 215-3, 7-4 (c)(3), if no reply is received to this proposed suspension notice, you will not be permitted to grieve the decision in this matter.

7. Please acknowledge receipt of this letter by signing and dating the copy provided. Signing this memorandum acknowledges receipt and does not imply that you agree to its content.



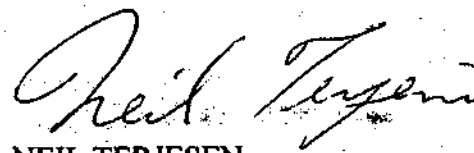
SALVATORE IMPOLLONIA
Operations Team Leader
Recreation Operations Division

Date Received

MEMORANDUM FOR

SUBJECT: Decision Memorandum

1. Reference memorandum dated 30 September 2002, issued to you by Mr. Salvatore Impollonia, Operations Team Leader, Recreation Operations Division, proposing a two (2) day suspension due to your offense of being absent without leave (AWOL) and failure to follow proper leave procedures.
2. The above mentioned memorandum advised you of your right to reply to the proposed two (2) day suspension either personally, in writing, or both, and to produce affidavits on your behalf within five (5) calendar days from the date you received the memorandum. You did not reply. As stated in the referenced proposed memorandum, if no reply was received you will not be permitted to grieve the decision.
3. I have carefully considered the reasons for the proposed suspension as stated in paragraph 2a and 3a, b, c, d, e, f, g of the proposal notice dated 30 September 2002. Based on the facts presented, I have decided to uphold the suspension. This action is fully supported by the evidence. Therefore, it is my decision to suspend you effective 0830 hours on 23 October 2002 through close of business 24 October 2002. You are to report for duty at 0500 hours on 25 October 2002.
4. This decision and the reference memorandum will be retained as a permanent record in your Official Personnel Folder.
5. Please acknowledge receipt of this letter by signing and dating the copy provided. Signing this memorandum acknowledges receipt and does not imply that you agree to its content.



NEIL TERJESEN
Chief, Business, Recreation
and Lodging Division

Employee Signature

Date

MEMORANDUM FOR

SUBJECT: Proposed Suspension Notice

1. This memorandum is to inform you that I am proposing to suspend you from duty due to your offenses of being absent without leave (AWOL) and failure to follow proper leave procedures. The suspension, if effected, is for a period of two (2) days on 3 and 10 December 2002 from 0800 to 1400 hours.

2. The specifics in support of this proposal are as follows:

a. You were tardy on several occasions during the months of September and October, 2002. Specific dates are as follows: 9, 10, and 11 September and 7, 15, 17, and 21 October.

b. On 12 September 2002, you were scheduled at 0800 hours but you never called in or reported for duty. You have been charged 8.0 hours AWOL.

c. On 13 September 2002, a woman called Bill Vinsko, Facilities Technician, to inform him that your daughter was sick and you would not be in. You did not receive approval and have been charged 4.0 hours AWOL.

d. On 24 September 2002, you left a message on the answering machine that you would not be in. You did NOT receive approval and have been charged with 8 hours AWOL.

e. On 18 October, a woman called twice stating that you were locked out of your car but you never called or reported for duty and have been charged 8 hours AWOL.

f. On 19 October 2002, you were scheduled from 0800-1200 hours but you never called or reported for duty and have been charged with 4.0 hours AWOL.

3. In proposing this suspension, I have considered the following:

a. That the penalty of a two day suspension for your first offense of misconduct, is within the table of penalties for delinquency or misconduct in AR 215-3.


b. That a review of your past record indicates that on 31 May 2002, you received an official memorandum of counseling for your failure to follow proper leave procedures and for your tardiness. This memorandum provided you with instructions if you were to have occasion to call in to request leave. The memorandum informed you to speak with Ms. Elaine Holland or Tom Tarlton. In the event of their non-availability, you were to speak to myself at (732) 598-4347 and in the event of my non-availability you were to call Mr. Neil Terjesen at (732) 532-6921. Additionally you were informed that if Mr. Terjesen was not available, you were to speak to Mr. Glen Perlakowski at (732) 532-9605. If none of us were available, you were to make it a point to obtain the name of the person who takes your message and leave a phone number so someone in management may return your call. In addition, leaving a message on my cellular phone is not sufficient. Please be aware that calling someone other than the individuals mentioned above or my cellular does not relieve you of your responsibility to request and obtain approved leave through the above-mentioned procedures. Although Elaine Holland and Tom Tarlton are no longer in your reporting chain, on 13, 24 September and 18 October 2002, you failed to speak with Bill Vinsko, Facilities Technician or any management official mentioned above and obtain leave approval. Moreover, as you have been previously advised, a request for leave does not necessarily mean the request will be approved.

c. The memorandum dated 31 May 02 advised you that failure to follow the above mentioned instructions will result in your being charged failure to follow leave procedures. Furthermore, you may also be charged absent without leave (AWOL). To reiterate, a request for sick or annual leave does not constitute automatic approval.

SELFM-MWR-OT

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- d. It is important for you to realize that being AWOL is highly inappropriate, and will not be tolerated.
 - e. It is also important for you to realize that being AWOL is detrimental to the service we strive to provide to our customers at Gear to Go (Outdoor Recreation).
 - f. Your absence has created a hardship on management and your fellow employees who must assume your duties when you fail to report for duty as expected.
 - g. You are aware of leave procedures, not only were you counseled on them in May but you have properly used those procedures in the past, specifically in requesting annual and sick leave on 21 August 2002.
 - h. It is NOT acceptable for others to call in for you. You must personally call your reporting chain to notify them of a problem and if necessary to request leave.
4. The proposed suspension is corrective in nature and is intended to impress upon you the seriousness with which I view your behavior. Further incidents of misconduct will result in future disciplinary action.
5. You have the right to review and rebut this memorandum and information pertaining to the proposed suspension. This information is available for review in my office between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday.
6. You may reply in person, in writing, or both to Mr. Neil Terjesen, Chief, Business, Recreation and Lodging Division, Building 286, Fort Monmouth, NJ 07703 between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday. If you are making an oral reply, you must schedule it in advance with Mr. Terjesen and you may have a representative of your choosing accompany you. Your reply will be considered in reaching a decision, if filed within five (5) calendar days following receipt of this proposed notice. Additionally, it is important for you to be aware that IAW AR 215-3, 7-4 (c)(3), if no reply is received to this proposed suspension notice, you will not be permitted to grieve the decision in this matter.
7. Please acknowledge receipt of this letter by signing and dating the copy provided. Signing this memorandum acknowledges receipt and does not imply that you agree to its content.


SALVATORE IMPOLLONIA
Operations Team Leader
Recreation Operations Division

Date Received

MEMORANDUM FOR

SUBJECT: Decision Memorandum

1. Reference memorandum dated 4 November 2002, issued to you by Mr. Salvatore Impollonia, Operations Team Leader, Recreation Operations Division, proposing a two (2) day suspension due to your offense of being absent without leave (AWOL) and failure to follow proper leave procedures.
2. The above-mentioned memorandum advised you of your right to reply to the proposed two (2) day suspension either personally, in writing, or both, and to produce affidavits on your behalf within five (5) calendar days from the date you received the memorandum. You did not reply. As stated in the referenced proposed memorandum, if no reply was received you will not be permitted to grieve the decision.
3. I have carefully considered the reasons for the proposed suspension as stated in paragraph 2a, b, c, d, e, f, and 3a, b, c, d, e, f, g and h of the proposal notice dated 4 November 2002. Based on the facts presented, I have decided to uphold the suspension. This action is fully supported by the evidence. Therefore, it is my decision to suspend you effective 3 and 10 December 2002 from 0800 to 1400 hours both days.
4. This decision and the reference memorandum will be retained as a permanent record in your Official Personnel Folder.
5. Please acknowledge receipt of this letter by signing and dating the copy provided. Signing this memorandum acknowledges receipt and does not imply that you agree to its content.



NEIL TERJESEN
Chief, Business, Recreation
and Lodging Division

Employee Signature

Date